

Internship Opening

Goodwill Industries of Southwestern Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.

Our Values: Success – Collaboration – People – Positivity

Position:	Donations Coordinator – Marketing Intern
Location:	Alcott Corporate Office – Kalamazoo, MI
Wage:	\$8.15 per hour
Classification:	Part-time Intern
Number of Openings:	1
Hours:	Up to 20 hours per week
Submit Applications To:	www.goodwillswmi.org

Internship Duties:

- Presenting and conducting him/herself in professional appearance and demeanor
- Assist Marketing staff with events and communications
- Continually learning about the mission and operations of Goodwill SWMI
- Plan, coordinate and implement donation events in the community or online
- Initiate and/or build relationships with community agencies and businesses

Qualifications:

Demonstrated ability in business writing and speaking
 Proficiency in Microsoft Office
 Proficiency in social media, including but not limited to Facebook, Pinterest, YouTube, etc.
 Demonstrated familiarity with businesses and industries located in southwest Michigan
 Ability to present a professional and pleasant appearance and voice
 Familiarity with Adobe Illustrator, InDesign or MS Publisher
 Current enrollment in accredited institution of higher education
 Declared major in Marketing or Business
 Completion of 15 or more hours marketing/business coursework at the 200 level or higher
 Ability to hear, speak clearly, write and exchange information; daily grasping, standing, sitting, walking, speaking; occasional lifting, bending, twisting, reaching
 Must be able to pass a pre-employment drug screen and theft-related background check
 Ability to be insured by Agency's commercial insurance in order to drive Agency vehicle is preferred but not required
 Up to 20 hours of work per week, some of which must be performed during standard business hours in the Goodwill SWMI office on a consistent basis.

Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.